

## Instructions for Authors

### Posters

Poster boards of 8 feet / 2.4 m (horizontal) by 4 feet / 1.2 m (vertical) will be available with half of that area (4 ft x 4 ft / 1.2 m x 1.2 m) assigned to one poster. Please design your posters to fit within that area. Poster authors will be asked to attach their posters with push pins (provided by organizers).

Posters of 4 ft x 4 ft / 1.2 m x 1.2 m will fit to the poster boards. However, to fit them inside the board's frame you might want to restrict the poster size to 44 inches / 110 cm vertical and 45.5 inches / 115 cm horizontally.

Push pins and Velcro will be available for attaching posters to the boards. Please look for your poster's assigned number (e.g. 3-06) in the advance program. Your poster board space will be identified by that number. We suggest to put up the posters at your earliest convenience after 2pm on April 1.

### Oral Presentations

For oral presenters we will provide 1 LCD projector (PC & Mac compatible) and one overhead projector for transparencies. Two 8 ft x 8 ft screens will be available, so both projectors might be used simultaneously if desired.

We are expecting more than 120 participants, so the meeting room will be big. Some members of the audience will be about 65 ft / 20 m from the screens. Please use big fonts and high contrast colors for your presentations. If you are using your laptop to project, please make sure it does not go to hibernation/stand-by during the presentation.

### Manuscripts

Manuscripts are due April 1, 2002 by email ([det\\_workshop@sofia-usra.arc.nasa.gov](mailto:det_workshop@sofia-usra.arc.nasa.gov)) in order to provide timely input to NASA's FIR/Sub-mm Detector Working Group. For details of the formatting, page limits, file type and submission, please refer to our sample manuscript (link). Please note that the chairs of the workshop sessions will assign referees for the manuscripts prior to publishing them in the workshop proceedings. Printed and online proceedings are expected to become available in June 2002.

In addition to the Word file format that we are requesting, we also accept "unlocked" PDF files (PDF document security set to "no security"). If you encounter difficulties to provide either Word or PDF formats, please contact us at [det\\_workshop@sofia-usra.arc.nasa.gov](mailto:det_workshop@sofia-usra.arc.nasa.gov).